

HR POLICY

Policy		Description	Remarks
Attendance	Attendance Marking	Attendance will mark according to the attendance software	Daily grapes in attendance will verify by HR & HOD
	Working hours for staff	9.30 AM to 6.30PM (Including Lunch)	Note-(1.00pm to 2.00pm)
	Working Days	Monday, Tuesday, Wednesday, Friday, Saturday, Sunday	Apart from regular timing company expects from employee to be flexible with timing as per work requirement.
	Relaxation in late coming	10 min. relaxation in normal time	Note- If reach after grace period, then deduction will be done as per company policy i.e., 3 late coming will be converted into half day.
	Weakly Off	Thursday fixed	We expect employee to be flexible with timing in case of emergency.
Leave	Leave	1) 02 Paid leave every month after the probation for every one if you are not availing the leaves will carry forward in next month	Note- Need to take approval from HOD/HR prior to take leave (PL or CL) otherwise it will count as an un- paid leave.
		2) 1 PL accumulated each month. (For Girls)	Note : If You are not avail this, the leave wilsl not carry forward.
Joining	Document required	1. Relevant Educational Degree and certificate	Within one week of joining
		2. Experience letter if applicable	
		3. Last three moth salary slips if applicable	
		4. Adhaar Card, Pan Card ,2 Photo	
	Probation Period	06 Month	1. In 6 Month of probation period , only 6 paid leave will be provided. (Per Month 1 Leave)
			6 months of probation period. Appointment Letter will be provided after observing 3 months of work. (Month of completion of pay scale).

Travelling Allowance		Bill will be submitted in HR Department in 3 Days after returning also signed by HOD for Verification as per Policy	Strictly to work related travel
		Avoid cash transaction	
		For Air/Train Travelling need approval from HR & HOD	
		All the beyond rules will be passed by HR Department	
		Passed Bill submits to account Department	As per Company Policy
Ethic	Area	1. Who are related to business Policy All Employees are expected to no to share any business-related information with anybody outside	
		2.No Commitment to any customer other than policy	
Electronic Gadgets	Mobile	Can be provided if needed	Need to be return to the company in same condition as given to you
	Laptop	Can be provided if needed	Need to be return to the company in same condition as given to you
	SIM	Company will provide you the sim card to interject with their customers if needed	Note- No personal number is allowed touse while interacting Affinity's clients
	Note:	Employee will be responsible for the gadgets. In all conditions (Theft Activity, Broken, Loosing) need to bear the consequences.	
Health & Hygiene	Fogging	First identify the area where need to fogging. Fogging is a place were mosquitoes developed	
	Drinking	Purified water for all employee & staff	
	Cleanliness	All the area will clean by sweeper like toilets, Wastes area, Canteen etc.	
Relieving Policy	Resignation	Written communication to your respective HODs, HR department and management	Note- Acceptance mus be there
	Notice Period	30 Days' Notice Period	Note- Id cannot serve Notice period the 30 Days salary will be deducted
	Full & Final	45 Days Effective from the date of acceptance from the management	If there are no dues of salary then Employee will have to pay the 30 days salary in Cash/Bank as a penalty

Termination Policy	Permanent Employee	Disloyalty to the company is doubtful or proved. Company can terminate the employee immediately.	Note: Without any prior notice
		1. If Employee do not want to serve notice period than a month salary will not be given	
		2. During Notice period salary will be based on his/her Performance	
		3. If Employer do not want employee to serve Notice Period the Employer will pay BASIC PAY(25%of his/her salary)	
	Probation Period	Under probation company can terminate candidate if not satisfied with candidate performance	Note: Without any prior notice
		Note: Without any prior notice terminate candidate if not satisfied	
Anti-Harassment Policy	For whole Staff	Discriminatory harassment of any basis of race, Color, Religion, Sex, Same National Origin, Age, Disability, Sexual Orientation, Gender identity status or veteran status is prohibited	Note: Can complaint to HR department or to their HOD for the same.

Human Resource Department